

# Online Mapping System User Guide

The Shire of Capel's Online Mapping System is built with Technology One's IntraMaps software.

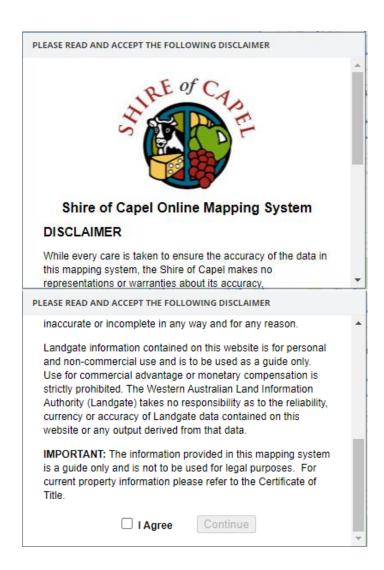
IntraMaps is an easy to use spatial data portal that allows users to access spatial data through a simple interface in a standard web browser. It is quick, intuitive, logical and easy to use. Users can view, search, display, export and print data and maps.

This is a simple guide on how to use this system to get you started. For a more comprehensive user guide please refer to the online help within IntraMaps, accessed via the Help button on the Title Bar at the top right of the screen.



# **DISCLAIMER**

A disclaimer will show in a pop-up window when starting the Shire of Capel Online Mapping System. Please read and accept the disclaimer by scrolling down and ticking I Agree to continue.



# **USER INTERFACE**



The IntraMaps screen consists of 7 main areas:

#### Main Toolbar

Tools to navigate around the map, control the view and make selections

## Map Window

Displays the configured spatial data

## Information Panel

Dynamic, displays information when a selection is made

# Search Panel

Searches to select objects

## Sidebar

Modules (themes) and layer lists

#### Title Bar

Website links, Print, Legend, Settings, Tooltip and Help

# Overview Map

Interactive, shows where the user is zoomed into on the Map Window in a Shire context

# CHOOSE THE MODULE

Choose a Module to view by clicking on the name. Modules contain data and searches related to a specific theme. The Shire of Capel currently has the following Modules available:



# **General Enquiry**

General property information such as lot and plan numbers, property area and Landgate PIN number

## Waste and Recycling

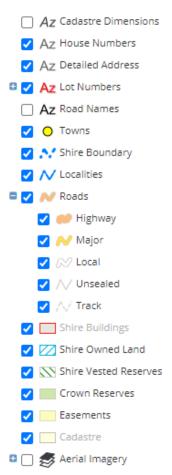
Bin collection days

# **Planning**

Current Local Planning Scheme No.7 including Local Area Plans and property zones

## **CUSTOMISE THE LAYERS**

- Choose to display only the data layers you want by clicking a layer on or off.
- If a layer is greyed out, it is set to display only when zoomed in past a certain zoom
- If a layer has a plus sign beside it, it can be expanded to show categories which can be individually turned on and off

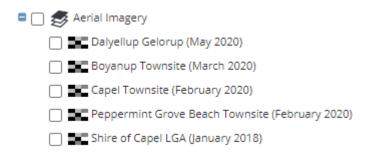


## **DISPLAY AERIAL IMAGERY**

You can display aerial imagery using the Image Slider in the top left of the Map Window. The Image Slider currently uses our whole of Shire Image from 2018.



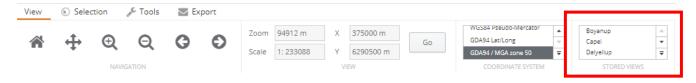
You can also display imagery under your current map using individual images available at the bottom of the Layer List. This includes Townsite images from 2020 as well as the whole of Shire image from 2018. To see these images you will need to turn off some other layers such as Cadastre.



# NAVIGATE THE MAP

Navigate the map using either the Navigation Tools on the View Toolbar, Zoom Buttons in the Map Window, or by using your mouse.

#### View Toolbar



- Navigation Tools Home, Pan, Zoom In, Zoom Out, Previous Zoom, Next Zoom
- View Tools Set a specific zoom, scale or go to set XY coordinates
- Stored Views Choose a stored view to zoom straight to that location. All of the major townsites in Capel are available as stored views

### **Zoom Buttons**

The Zoom buttons are in the top left corner of the Map Window.



#### Mouse Control

- To Zoom in Use the mouse wheel and scroll up
- To Zoom Out Use the mouse wheel and scroll down
- To Pan Hold the left mouse button or mouse wheel down and drag

# SEARCH FOR A PROPERTY

Searches are available in the Search Panel. Click on the Search Tab required.



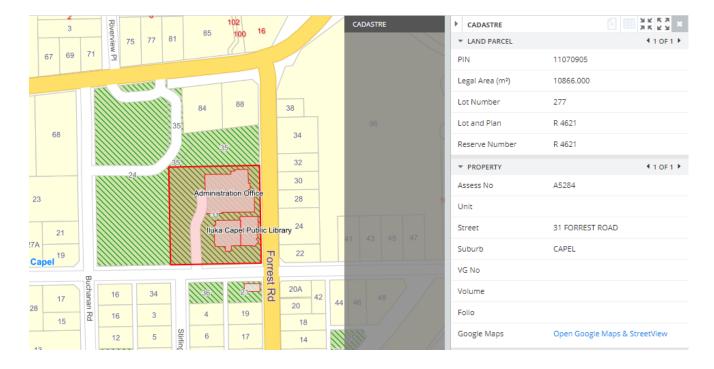
- Search for a property by Address, Landgate PIN Number or Shire of Capel Assessment Number.
- Search for a road using the Find A Road Search
- Search for a Reserve using Reserve Number

#### To Search

- Enter information in the fields required, or use the drop-down list
- · Fields with an asterisk are required
- Fields with an arrow use a drop down list
- Click the Search Button

The search will result in a property (land parcels), road or reserve being selected.

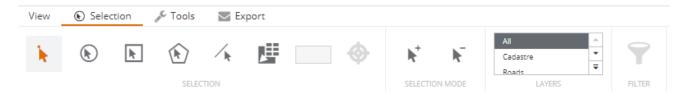
The map will zoom to the selection and information relating to the selection will be shown in the Information Panel on the right. The information shown will depend on the Module.



# SHOW INFORMATION FOR A PROPERTY

- Information for a Property is shown in the Information Panel
- This is dynamic and only shows when a property is selected
- The information shown will depend on the Module you are in
- You can select a property either by performing a Search, or by using the selection tools on the Selection Toolbar or from the Map Window

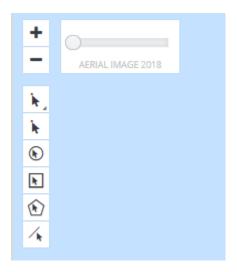
# Selection Toolbar



**Selection Tools left to right** – Point Selection, Circle Selection, Rectangle Selection, Polygon Selection, Line Selection, Share Boundary Selection, Buffer Around, Add to Selection, Remove from Selection, Selection Layers

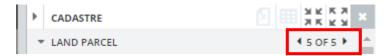
# Selection Tools in Map Window

The Map Window also contains the Selection Tools in a drop down.



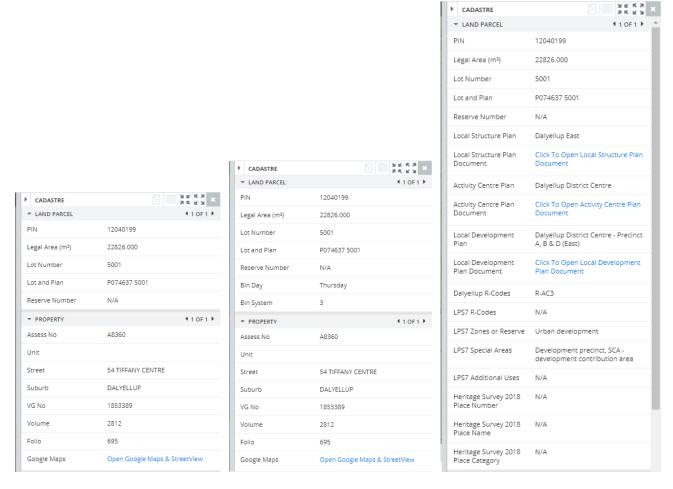
# Multiple selections

If multiple records are selected, users can navigate through the selections using the left and right arrows. The current selection will be displayed on the map and the details in the Information Panel will be updated.



## Module Information

Each Module will show different information for the same property based on the theme



**General Enquiry** 

Waste and recycling

**Planning** 

# Clickable Links

Information shown also includes some clickable links to:

- Google Maps and Streetview
- Local Structure Plans
- Activity Centre Plans
- Local Development Plans

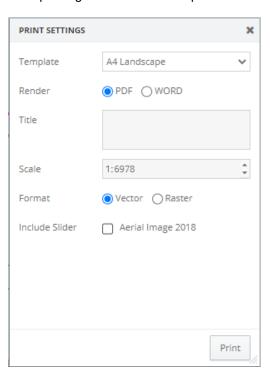
# **EXPORT AND PRINT**

To export or print your map use the Tools on the Export Toolbar



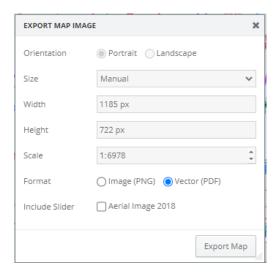
## Print

Print your map using a customised template



# Export Map Image

# Export the Image only



Shire of Capel Feb 2021